

ALTERNATIVE RATE ADJUSTMENT (ARF)

Filing Requirements Checklist

(Applicable Regulation: 807 KAR 5:076)

Case No. _____ Utility Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each Division noted by checkmark () is to complete its review and pass on within two days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) Return to Docket Section following review by all Divisions.

Reviewed by Following Divisions:

	<u>Date</u>	<u>Staff Member</u>
_____ Filings Division	_____	_____
_____ Financial Analysis	_____	_____
_____ Engineering	_____	_____
_____ Legal	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
	<u>807 KAR 5:076:</u>						
Filings Division	Section 3	The original and 10 copies of the application.	_____	_____	_____	_____	_____
	<u>807 KAR 5:011</u>						
Legal	Section 9(2)	Is copy of public notice included?	_____	_____	_____	_____	_____
	<u>807 KAR 5:076:</u>						
Legal	Section 4	If copy of public notice is included, did it meet requirements?*(For sewers, direct mailing is required. See KRS 278.185)	_____	_____	_____	_____	_____
	<u>807 KAR 5:076:</u>						
Financial Analysis	Section 1	Annual reports filed for current year and past 2 years?	_____	_____	_____	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>Met</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Financial Analysis	Section 2	Satisfactorily completed application form? (see attached)	---	---	---	---	---
		Write in specific deficiencies on the form:	---	---	---	---	---
		_____	---	---	---	---	---
		_____	---	---	---	---	---
		_____	---	---	---	---	---
		_____	---	---	---	---	---

* If applicant has 20 customers or fewer, written notice of proposed rate changes and estimated amount of increase per customer class shall be mailed to each customer no later than date of application.

For applicants with more than 20 customers, notice of proposed rates and estimated amount of increase per customer class shall be: (1) included with customer billings before application is filed or (2) published in a trade publication or newsletter going to all customers before application is filed or (3) published once a week for 3 consecutive weeks in a prominent manner in a newspaper of general circulation in its service area, first publication to be made prior to date of application.

Each notice shall contain the following language:

"The rates contained in this notice are the rates proposed by (name of utility). However, the Public Service Commission may order rates to be charged that are higher or lower than the rates proposed in this notice. Any corporation, association, body politic or person may request leave to intervene by motion within thirty (30) days after notice of the proposed rate changes is given. A motion to intervene shall be in writing, shall be submitted to the Executive Director, Public Service Commission, 730 Schenkel Lane, P. O. Box 615, Frankfort, Kentucky 40602, and shall set forth the grounds for the motion, including the status and interest of the movant.

"Copies of the application may be obtained at no charge from (the applicant) at (the applicant's address).

"Upon request from an intervenor, the applicant shall furnish to the intervenor a copy of the application and supporting documents."